

Retention and Classification Report

Agency: Draper (Utah) (302)

Draper City Hall
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Draper, UT 84020
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Records Officer Deann Murphy

24988	Appraisal project files
25117	Building inspection records

AGENCY: Draper (Utah)

SERIES: 24988

3

TITLE: Appraisal project files

DATES: 1990-

ARRANGEMENT: Alphabetical by project name

DESCRIPTION:

These files contain evaluations of properties and structures within proposed projects. They are used to investigate project's viability, determine costs, and negotiate for purchase of real property. The files include financial assessments of the worth of real estate and buildings within proposed project areas or properties the city is considering buying. They may also include assessments of architectural and historical significance and condition of the involved structures.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 24, Item 2.

AUTHORIZED: 04/16/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently provided appraisals for property not purchased will be destroyed after one year.

AGENCY: Draper (Utah)

SERIES: 24988

TITLE: Appraisal project files

(continued)

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Draper (Utah)

SERIES: 25117

3

TITLE: Building inspection records

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, or apartment structures. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 4.

AUTHORIZED: 06/16/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

AGENCY: Draper (Utah)

SERIES: 25117

TITLE: Building inspection records

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Exempt. UCA 63G-2-103(18)(b) (2008)